



Reporting Requirements for Forms 1098, 1099, 5498, and W-2G

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Section A

General Reporting Information

Publication Content

This manual provides the requirements for filing Forms 1098, 1099, 5498, and W-2G information returns to the California Franchise Tax Board on cartridge, diskette, or compact disk. Our filing requirements parallel those of the Internal Revenue Service (IRS). (**See IRS Publication 1220**, *Specifications for Filing Forms 1098, 1099, 5498, and W-2 G Electronically or Magnetically with IBM 3480, 3490, 3590, AS400 compatible tape cartridges*). However, we may require additional information in some data fields.

When the IRS modifies its filing instructions or formats, we conform if the changes are relevant.

Filing Requirements

We conform to federal regulations regarding filing of Forms 1098, 1098C, 1099, 5498, and W-2G information returns. Information returns totaling 250 or more must be filed on cartridge, diskette, compact disk, or via the Internet. Information returns required by California are: 1098, 1098-E, 1098-T, 1099-A, 1099-B, 1099-C, 1099-DIV, 1099-G, 1099-INT, 1099-LTC, 1099-MISC, 1099-OID, 1099-PATR, 1099-Q, 1099-R, 1099-S, 5498, 5498-ESA, or W-2G.

The 250-or-more return threshold applies to each return type; i.e., it is not an aggregate amount. For example, a payer that has 249 interest (1099-INT) and 249 dividend (1099-DIV) returns to file would not be required to file on cartridge, diskette, or compact disk. However, we encourage them to do so.

In most cases, our dollar threshold parallels those of the IRS; i.e., 1099-INT: \$10 or more, 1099-B: all amounts, etc. Our rules allow payers to file all California returns in accordance with the limits prescribed by the IRS. However, payers may file California returns that are under the prescribed dollar limits.

Assistance

Assistance for persons with disabilities: We comply with the Americans with Disabilities Act. Persons with hearing or speech impairments please call TTY/TDD (800) 822-6268.

Reportable Income and Residency Guidelines

The following guidelines can be used to determine whether payments are income that is reportable to California and whether the recipient of the payment was a resident or nonresident of the state. The guidelines are only for your assistance. They do not represent a legal opinion by us on the reportability of any payment or the residency status of any payee. The payer always has ultimate responsibility for correctly determining whether a payment is reportable. Call the Information Reporting site at (916) 845-6304 (not toll-free) with your questions regarding reportable payments.

Income Reportable to California

Resident: ALL income received by a California resident, regardless of source, is taxable by California and must be reported, unless specifically excluded by statute. See the Guide to Information Returns for California at the back of this booklet or refer to our Website at www.ftb.ca.gov.

Part Year Resident: ALL income received while a California resident, regardless of source, and all income, excluding intangible income, received from California sources while a nonresident is taxable by California and must be reported. Nonreportable intangible income includes:

- Dividends
- Interest
- Gains from the sale of stock
- Pensions

Nonresident: Income not listed above as "intangible income" received from California sources may be taxable by California even though the payee may not have a California address. Reportable income includes:

- Income from services performed in California.
- Income received by operating a business or profession in California.
- Income from ownership, control, management, sale or transfer of real or tangible personal property located in California.

Determination of Resident Status

A payee who is in California, for other than a temporary or transitory purpose, is considered to be a California resident. Amounts paid to the payee should be reported to California on the appropriate information return.

In addition, a payee domiciled in California, who is outside California for a temporary or transitory purpose, is also considered to be a California resident. Amounts paid to the payee should be reported to California using the appropriate information return format.

Information Returns Not Required

California does not require filing of Forms 1099-SA, 1099-CAP, 1099-H, and 5498-SA. However, we will accept these forms if they are included with other required returns. Do not submit media files to us that only contain non-required forms.

Acceptable Media

Submit your California returns on IBM compatible 3480 or 3490 tape cartridge, 3½ inch diskette, compact disk, or via the internet. Media specifications are listed in the California Filing Specifications section of this manual.

We cannot accept 4mm, 8mm, or QIC cartridges, 51/4 inch diskettes, or 9-track magnetic tape reels.

Mailing Preparation

Clearly identify all media submitted to FTB. However, do not place large gummed labels on CD's or diskettes that will prevent reading the data. Include the submission date, your organization's name and sequence of each volume submitted; e.g., 1 of 2, 2 of 2, etc. If only one volume is submitted, label it 1 of 1.

Always include a completed form FTB 3601 C3, *Transmittal of Annual 1098, 1099, 5498, W-2G Information,* when mailing your media file. Do not mail it separately.

If possible, assemble all media files together into one package rather than packaging each one individually.

Problem Files

Files that do not meet California's standards will be returned to the transmitter for replacement. When this happens, the transmitter must return a replacement file within the specified time frame. Use the 1099 TestWare program before you send your data.

Transmitters who are asked to replace their files by the IRS are urged to call FTB and discuss the matter before attempting to create an FTB replacement file. California and federal needs are not always the same and a replacement file may not be necessary.

Do not send a replacement file without being requested to do so by the Franchise Tax Board.

1099 TestWare

The TestWare program is a tool you can use to check your file format and certain data fields before submission. We offer two versions; 1099 TestWare if you file directly with FTB; and 1099 Combined Filer TestWare if you file with the IRS Combined Federal/State program. Each program is designed to identify file formats or certain data fields that do not conform to the specifications defined in the IRS Pub 1220. From our homepage, just key in "1099 Testware" in the search box, then click on the search button. Test files are no longer accepted for 1099 reporting.

Filing Dates

The due date for filing California Information Returns is February 28, except for state 5498 files, which are due by May 31. If the due date falls on a Saturday, Sunday, or a legal holiday, the due date is extended to the next business day.

First Time Filers

The February 28 due date is extended to March 31 for Internet filing. See our Website at **www.ftb.ca.gov** for applications and instructions.

Organizations that intend to file information returns on cartridge, CD, or diskette for the first time should file form FTB 4092, *Media Filing Application* by December 31. Those who wish to file via the Internet must submit form FTB 4092A PC, *Internet Filing Application*.

Either the payer, or an agent (transmitter) acting on behalf of the payer may complete the filing application. The payer includes: the person making the payments; a broker; a barter exchange; a person reporting real estate transactions; a trustee or issuer of an Individual Retirement Arrangement (IRA), Simplified Employee Pension (SEP), or SIMPLE retirement account, or the administrator of a qualified tuition program. The transmitter is the organization submitting the magnetic media file.

Agents that transmit for one or more payers need only file one application noting each payer name and pertinent document information. An attached payer name list is acceptable. Once an agent establishes a filing procedure with us, they do not have to inform us of any changes to its list of reporting clientele.

We attempt to respond to each filing application within three weeks of receipt. Applicants are notified by mail if the request to file is approved. It is important that the name and telephone number of the designated contact be listed on the filing application.

Once the California filing procedure is established, transmitters need not file another FTB 4092 application unless there is a break in their filing pattern.

We do not assign a Transmitter Control Code (TCC) once filing approval is granted. Use the TCC assigned by the IRS when reporting to FTB.

Combined Federal/State Filing Program

California participates in the IRS combined Federal/State filing program. However, transmitters must test with the IRS and be approved to do combined filing. To ensure the IRS forwards your file to the FTB, please make sure your file is formatted according to IRS Pub 1220. **Do not send combined files directly to FTB.** Our system does not recognize the combined filing format, therefore all payee 'B' records on your file may be read into our system, causing tax assessment notices to be sent to payees who do not reside in or earn income in the state of California. Information returns that may be filed using the Combined Program are Forms 1099-DIV, 1099-G, 1099-INT, 1099-MISC, 1099-OID, 1099-PATR, 1099-R, and 5498.

The period for combined filer testing with the IRS is in November and December of each year. Refer to IRS Pub. 1220 or call the IRS at (866) 455-7438 for information on the Combined Federal/State Program. When the IRS approves your status as a combined filer, send a copy of the IRS approval letter to the address listed in the Contact Information section of this manual. Transmitters not aproved for the Combined Federal/State Filing Program must file their data directly with the Franchise Tax Board.

Requesting a Hardship Waiver

If California's mandatory information reporting regulation causes an undue hardship, payers may request an exemption from filing by submitting form FTB 6274, *Request for Waiver From Filing Information Returns*.

Waiver requests must be postmarked no later than the return due date; i.e., the last day in February for all information returns, except for Form 5498, which is May 31.

Waivers are only valid for the requested tax year and must be reapplied for each subsequent year.

Requesting a Filing Extension

A California filing extension may be obtained by submitting form FTB 6274A, *Request for Extension to File Information Returns*. Payers needing an extension beyond 90 days must first obtain verbal approval by calling (916) 845-3778.

Extension requests must be postmarked no later than the return due date; i.e., February 28 for all information returns, except for the Form 5498 which is May 31. Combined filers who require an extension for late filing with the IRS need not request an extension from California.

Note: Requests for waivers and extensions can be faxed to Data Exchange Services at (916) 845-5550.

Testing Procedure

The Franchise Tax Board provides 1099 TestWare and 1099 Combined Filer TestWare to check your data file before submission. Access the FTB Website at **www.ftb.ca.gov**. Key in "1099 Testware" in the search box, then click on the search button.

Filing Corrected Returns

Corrections to California returns are allowed in the following ways:

- Corrected returns means you are altering a portion of the payee "B" records previously submitted on your original file. This is not the same as a replacement file requested by FTB.
- Corrections should be submitted on cartridge, diskette, CD, or via the Internet if possible. Low volume corrections (less than 250) may also be submitted on paper. If the Payer/Transmitter agent is located in California, paper corrections need only be filed with the IRS and the corrections will be forwarded to the Franchise Tax Board. If the Payer/ Transmitter is not located in California, paper corrections must be mailed to:

FRANCHISE TAX BOARD PO BOX 942840 SACRAMENTO CA 94240-2000

These corrections should be accompanied by the IRS Form 1096, *Annual Summary and Transmittal of U.S. Information Returns*.

- Corrections must use the standard IRS correction format; i.e., the value "G" in the Corrected Return Indicator field of the Payee "B" Record. If you are filing on cartridge, CD or diskette an FTB 3601 transmittal must accompany the correction file with the correction box at the top appropriately marked.
- Corrections for a given tax year should be aggregated and filed no later than September 1 of the following year.
- Corrections to returns submitted through the Combined Federal/State Program need not be submitted to California. They will be forwarded to California by the IRS.
- For further instructions, see "Guidelines for Filing Corrected Returns" in the IRS Publication 1220.

Contact Information

Requests for forms or information about reporting information returns to California may be obtained on our Website under "Forms," or by calling (916) 845-3778 (not toll-free) between the hours of 7 a.m. and 3 p.m. Pacific Time Zone, or email to DESHELP@ftb.ca.gov.

Use the following addresses for filing information returns, requests for hardship waivers, filing extensions, etc.:

SHIPPING

DATA EXCHANGE MS A10 FRANCHISE TAX BOARD 9646 BUTTERFIELD WAY SACRAMENTO CA 95827 POSTAL SERVICE
DATA EXCHANGE MS A10
FRANCHISE TAX BOARD
PO BOX 1468

SACRAMENTO CA 95812-1468

For IRS magnetic media or electronic filing information:

- **(866)** 455-7438
- Email MCCIRP@irs.gov

Common Filing Errors to Avoid

The following list highlights some of the more common errors encountered that result in files being rejected. Transmitters are encouraged to read each entry carefully in order to avoid this costly and time consuming process.

- Block lengths that are not evenly divisible by the record size.
- Inconsistent block lengths. All data blocks excluding header and trailer blocks must be the same size. The last block may be a "short" block, but it must be an even multiple of the record length.
- Tape files containing variable-length blocksizes instead of the required fixed-length blocksize.
- Tape files that contain header and trailer records (labels) that are not properly separated from the data records by tapemarks. The last data record on the file must always be followed by one or more tapemarks regardless of whether or not trailer labels are reported.
- Diskettes or CD's that contain multiple nonrelated file names in the directory. Report only the data intended for FTB.
- Previous tax year left unchanged when reporting new data. Be sure the payment year is correct when preparing your file.
- Transmitting an empty file via the internet.

Common Filing Errors to Avoid (Cont.)

- Payment amount fields in the Payee "B" Records that do not agree with the amount indicators in the Payer "A" Record. For example, if the amount indicators are reported "134bbbbbb", payment amounts must be entered in Payment Amount Fields 1, 3 or 4 of the Payee "B" Records.
- Not correctly zero-filling the Payee "B" Record Payment Amount fields. The fields that are used, i.e., contain payment amounts, must be right justified and zero-filled to the left. The fields that are not used must be completely zero-filled. This same logic applies when entering totals in the End of Payer "C" Record Control Total fields.
- Filing non-California returns on California's file without properly coding them for bypass. Returns that fit the "Non-California" category are explained in the Reportable Income and Residency Guidelines section of this manual. The coding for bypassing records is described in the Data Specifications section. When properly flagged, California's programs will ignore these returns. The best policy is to file only payee returns that are reportable to California.
- Media files received without an enclosed form FTB 3601, Transmittal. Files cannot be properly logged and validated without this transmittal.
- Media files that are mailed piecemeal. Please send all files together, in the same package if possible.
- Not providing the necessary and valid control information to enable California to properly match and post information returns to the records on its files. Valid control information includes entering correct information in: (1) the Taxpayer Identification Number (TIN) field; (2) California's Surname Indicator field and/or Name Control field; and (3) properly formatting the payee names in the First Payee Name Line. Improperly prepared returns may result in incorrect posting to California's files and the mailing of California tax notices to payees who should not receive them.
- Media files that do not comply with any other formatting rules and requirements set forth in this manual and the corresponding federal publications. The data must be entered in the stipulated format. Transmitters failing to do so may have their files returned for replacement.

Definition	of
Terms	

ASCII American National Standard Code For Information

Interchange. A recording code utilizing a 128

character set.

FILE For purposes of this procedure, a file consists of

one Transmitter "T" Record at the beginning of the file, followed by a Payer "A" Record, Payee "B" Record, and an End of Payer "C" Record after each set of "B" Records. The last record on the file will be the End of Transmission "F" Record. Nothing should be reported after the End of Transmission

"F" Record.

EBCDIC Extended Binary Coded Decimal Interchange Code.

A recording code utilizing a 256 character set.

LABEL, EXTERNAL A label or marking on the outside of a cartridge,

CD, or diskette file. It contains transmitter

information necessary for file control purposes.

LABEL, INTERNAL A machine-readable label that provides control information about a set of data on a magnetic

tape cartridge.

NONREPORTABLE INTANGIBLE

INCOME

Nontaxable California income: i.e., payee information returns for pensions, interest, dividends, and gains from sale of stock whose resident address is not in California are deemed

nonreportable income. See Reportable Income and Residency Guidelines section of this manual.

PAYEE Persons or organizations receiving payments from

the payer or for whom an information return must

be filed.

PAYER Includes the person or organization making

payments; reporting real estate transactions; broker and barter exchanges; trustees or issuers of Individual Retirement Arrangements (IRA) or Simplified Employee Pension (SEP) accounts.

TAPE MARK An internal marker used to separate data records

from the internal label records. Used to locate the beginning and end-of-file, for data reported on

tape cartridges.

Definition of Terms (Cont.)	TIN	Taxpayer Identification Number. For individuals, it is the nine-digit Social Security Number issued by the Social Security Administration. For sole proprietors, FTB and IRS prefer the SSN to be used as the TIN. For other businesses, it is the nine-digit Federal Employer Identification Number issued by IRS.
	TRANSMITTER	The person or organization submitting the media. This may be the payer or the payer's agent.
	TRANSMITTER CONTROL CODE (TCC)	

Section B

California Filing Specifications

California Filing Specifications

These provisions define the media and data elements necessary to report successfully to the state. We encourage preparers of state information returns to carefully follow state and federal instructions. We will return incorrectly formatted files for replacement.

The detailed specifications for filing Forms 1098, 1099, 5498, and W-2G are covered in the IRS Publication 1220 on the IRS website at www.irs.gov.

As previously mentioned, we have incorporated fields of our own into the federal format to allow better control of the information returns. These fields and corresponding instructions are covered in the Data Specifications section.

Media Specifications

The following material defines the specific needs for each type and size of medium utilized for successful California reporting. Preparers who cannot comply because of system restrictions may call (916) 845-3778 to discuss the issue before filing.

Tape Cartridges

Tape cartridges must meet American National Standard Institute (ANSI) standards and have the following characteristics:

- IBM 3480/3490 compatible
- 1/2 inch tape in plastic cartridges which are approximately 4x5x1 inches
- 18-track parallel (3480 cartridges), 36-track (3490 cartridges)
- 4mm, 8mm, and QIC cartridges are NOT readable by the Franchise Tax Board.
- Standard IBM OS/VS internal labels are preferred. If header and trailer labels are provided, they must be separated from the data records by a tapemark. The trailer labels should also be followed by a tapemark. The hexadecimal configuration for a tapemark is "13" (decimal "19").
- Multiple tape cartridge files must be created consistently. For example: use the same number of records per block (block size); use the same EBCDIC or ASCII coding; and be sure that all the tapes either have internal labels or they are all without internal labels that all of the tapes either have internal labels.

Tape Cartridges (Cont.)

- Data records must be created in the fixed length mode, not variable length, and all data blocks must be an even increment of the record size. The current record size is 750 bytes. If the records are blocked at 40 records per block, the block size would be exactly 30,000 bytes. Blocks must not exceed 32,250 bytes.
- Returns should be maximized on the fewest number of cartridges possible in order to minimize processing and shipping costs. The federal information return format is structured to allow multiple return types; i.e., 1099-INT, 1099-MISC, etc., on the same medium file. You are urged to file in that manner.

3½ Inch Diskettes and Compact Disks

These specifications must be followed when filing California information returns on diskettes or compact disks.

- Must be a text file, not a backup.
- Must be recorded in standard ASCII.
- Delimiter character commas (,) must not be used.
- Filename of either STATAX or IRSTAX should be used. The former is preferred. If a file consists of more than one diskette, add a 3-digit extension to the filename; e.g., STATAX.001, STATAX.002, etc.;
- Only filenames intended for reporting to FTB should appear in the directory.
- Records must be fixed length 750 characters.
- Positions 749-750 may be used for carriage return or line feed.
- Zipping a large file onto a single disk is preferable to sending multiple disks.

Note: Do not place gummed labels on a CD. The weight of the label may unbalance the disc and cause read/write errors. You can label the CD by writing on the top surface using permanent ink.

Data Specifications

The specifications listed here cover: (1) the instructions for reporting California Supplementary Fields and (2) existing federal fields needing special qualification to meet minimal California needs. For those data fields not referenced here, report them exactly as stipulated in the IRS Publication 1220.

Transmitter "T" Record

This record is reported in the same format as the federal "T" Record format. The "T" Record must be used only one time at the beginning of the entire file. If you send multiple media volumes, the "T" Record should appear at the beginning of the first volume only.

- Transmitter information is reported on the "T" record. The "A" record contains the payer information.
- TCC Include the five character alpha/numeric transmitter control code assigned by IRS in positions 16-20.

Payer "A" Record

California Supplemental Fields and Instructions

RECORD NAME: Payer/Transmitter "A" Record

Field Title	Locations	Document Type	Description/Remarks
Surname Indicator ¹	Position 46	ALL	Enter the letter "L" if the payers' last names are reported first in the Payee "B" Record First Payee Name Line; e.g., Smith, John J. otherwise, enter a blank.
Payer State Employer	Positions 404-411	1099-R	Required only of the reports are for 1099R returns with California with-holding. If they are, enter the first eight
Account Number			positions of the State Employer Account Number (SEAN). If the eighth position is unknown, enter a zero. Blank fill this field if not 1099R.

Footnotes

Additional Field Instructions

- Payment Year The four digits of the year for which payments are being reported.
- Amount Indicators IRS frequently changes the indicator codes. Be certain that what was reported the previous year for your accounts is still accurate in positions 28-41.

If the corresponding Payee "B" Records contain valid Name Controls, i.e., the first four positions of the payee last name, this field may be left blank. Otherwise, code this field the way the names of individual payees are reported, even if the returns are a mixture of individuals and businesses. If only businesses are reported then code this field blank.

Payee "B" Record

California Supplemental Fields and Instructions

RECORD NAME: Payer "B" Record

Field Title	Locations	Document Type	Description/Remarks
Non-California Return Indicator ¹	Position 352	ALL	If payee is not reportable to California, i.e, payee does not have a California filing requirement, enter an uppercase letter "X". Otherwise, enter a blank.

Footnotes

This field was established to allow preparers to file a copy of their federal returns with California, but to designate selected returns not to be read by California's programs. This field must not be used for reporting W-2G's (gambling winnings) to California or for submitting any returns through the Combined Federal/State Filing Program.

Additional Field Instructions

- Payment Year Use the four digits of the year for which payments are being reported. MUST BE INCREMENTED EACH YEAR.
- Type of TIN Enter a 1 for a TIN that is a FEIN. Enter a 2 for a TIN that is a SSN, ITIN, or ATIN. If in doubt, you may enter a blank (space).
- Payment Amount Fields The entered amounts must agree with the codes placed in the Payer "A" Record Amount Indicators; e.g., if 1, 3, and 4 are entered, the Payment Amount fields 1, 3, or 4 may contain the applicable payment amounts. All unused Payment Amount fields must be zero-filled.
- The "Branch Code" formerly required by California is now "Payer's Office Code", located in position 41-44 of the "B" record.
- The state income tax withheld field is now on a number of the 1099 Forms. If required, use position 723-734 of the "B" record.

End of Payer "C" Record

California Supplemental Fields and Instructions

RECORD NAME: Payee "C" Record

Till of the time. Taylor of Till of the							
Field Title	Locations	Document Type	Description/Remarks				
Number of Payees	Positions 2-9	ALL	Enter number of Payee "B" Records reported to California in this payer group.				
Control Total Fields 1-9, A-E	Positions 16-267	ALL	These are the relative totals of the amounts entered in the Payee "B" Record payment amount fields. These should be accumulated only for the "B" records reported to California. All unused fields must be zero-filled.				
Control Total State Income Tax Withheld	Positions 707-724	ALL APPLICABLE	Enter the accumulated totals for state income tax withheld in the associated Payee "B" records.				

Additional Field Instructions

■ Number of Payees — If possible, only enter the total of California payees; i.e., those records **not** coded with an "X" in California's Non-California Return Indicator field.

Note: This is only an eight position field. If overflow is likely, separate the returns into two or more groups, each reported under a separate Payer "A" Record.

■ Control Total Fields 1–9, A-E — These field entries are relative to the amounts entered in the Payee "B" Record Payment Amount fields. All unused fields must be zero-filled. If possible, only accumulate and enter the totals for California payees as suggested above.

State Totals "K" Record

This record is only supplied to IRS on its Combined Federal/State Filing Program file. Omit it when filing directly with California.

End of Transmission "F" Record

This record is optional on California's file. If used, format it to federal specifications. An "F" Record should only be used once as the last record on the entire file.

Section C

Exhibits and Forms

State	State	Code	State	Code
Abbreviations	Alabama	AL	Missouri	МО
ADDICVIATIONS	Alaska	AK	Montana	MT
	American Samoa	AS	Nebraska	NE
	Arizona	AZ	Nevada	NV
	Arkansas	AR	New Hampshire	NH
	California	CA	New Jersey	NJ
	Colorado	CO	New Mexico	NM
	Connecticut	CT	New York	NY
	Delaware	DE	North Carolina	NC
	District of Columbia	DC	North Dakota	ND
	Florida	FL	Ohio	ОН
	Georgia	GA	Oklahoma	OK
	Guam	GU	Oregon	OR
	Hawaii	HI	Pennsylvania	PA
	Idaho	ID	Puerto Rico	PR
	Illinois	IL	Rhode Island	RI
	Indiana	IN	South Carolina	SC
	Iowa	IA	South Dakota	SD
	Kansas	KS	Tennessee	TN
	Kentucky	KY	Texas	TX
	Louisiana	LA	Utah	UT
	Maine	ME	Vermont	VT
	Mariana Islands	MP	Virgin Islands	VI
	Maryland	MD	Virginia	VA
	Massachusetts	MA	Washington	WA
	Michigan	MI	West Virginia	WV
	Minnesota	MN	Wisconsin	WI
	Mississippi	MS	Wyoming	WY



Filing Application

For first time filers on cartridge, CD or diskette.

Application is hereby made to transmit annual 1098/1099/5498/W-2G information returns to Franchise Tax Board.

Name of Firm (Transmitter):		Date:
		, , ,
Address:		Federal Employer Identification Number: —
City, State and ZIP Code:		Reporting will begin with
		Tax Year:
Contact for Technical Information (Name):		Telephone (Area Code & Ext.)
REPORTING INFORMATION		
	00	
Please indicate the document type(s) you plan to file on cartridge, diskette	e, or CD.	
□ 1098 □ 1099 □ 5498 □ W-:	2G	
Do you plan to act as a transmitter for other Payers?		
☐ Yes ☐ No		
MEDIA PREFERENCE		
☐ CARTRIDGE ☐ CD ☐ DISH	ETTE	
NOTE: 4mm or 8mm cartridges, and 9-track tape reels are not	acceptable	
TIO 12. Hilling of offin out analysis, and o track tape recip are not	acceptable.	
AUTHORIZED REPRESENTATIVE OF ORGANIZATION REC	UESTING APPROVAL	
Name (Type or Print):	Title:	
Signature:		Date:

Note: This completed form can be faxed to: Data Exchange (916) 845-5550



INTERNET FILING APPLICATION INFORMATION RETURNS

Transmitters use this form to apply for Internet filing of annual 1098, 1099, 5498, and W-2G Information Returns with the California Franchise Tax Board.

TRANSMITTER INFORMATION Please provide general information about	t the transmitter.		
Business Name:		FEIN:	
Street Address:		Phone:	
ACTION	CONTACT INFORMATION		
Enter applicable tax year in one space. Original Internet Application Tax Year Changes to Original Application	Please provide specific info confidential password and	ormation about the user ID information	individual designated to receive on behalf of the transmitter.
Tax Year			Ext:
PASSWORD KEY WORD	Fax:	email:	
Answer only one question:	Secondary contact nam	e:	
1. What is your favorite color?			Ext:
2. What is your favorite car?	Mailing Address: (If diffe	erent from the trans	emitter's street address above)
3. What city were you born in?			
AUTHORIZED REPRESENTATIVE The authorized representative is an officer, executive California, I declare I have examined this form and to Further, I acknowledge and accept the responsibility transmission of information returns to the California F Name (please print):	the best of my knowledge and belie of protecting the privacy and the pro tranchise Tax Board via the Internet	ef, the information contain oper use of the password	ined in this form is true and correct. d and user ID necessary for the

You can fax this form to Data Exchange at (916) 843-2107 or mail it to the address provided in the letterhead above. For questions regarding the completion of this form, please call Data Exchange at (916) 845–3778.

INTERNET FILING APPLICATION INSTRUCTIONS (INFORMATION RETURNS)

TRANSMITTER INFORMATION

The transmitter is whoever sends information returns to FTB. Transmitters may be service providers that send information returns on behalf of reporters or reporters sending their own information returns to FTB. (On various information returns, reporters may be referred to as payers, filers, creditors, trustees, issuers, etc.). Enter the business name/ID for the transmitter, not the individual who transmits the information returns. The individual is entered under Contact Information.

Submit only one application for each transmitter, even if you are sending information returns for multiple reporters. The purpose of the application is to receive the User ID and Password needed to access the secure site. Once you access the secure site, you may send one file or multiple files of information returns for one or more reporters.

ACTION

You must submit this application to start Internet filing. Once you submit an application, you do not need to submit another one unless:

- There are any changes to the information provided on the original application, or
- You submitted an application for a particular tax year, but did not actually send any files for that tax year.

Our system automatically deletes the application information at year-end, for transmitters that submitted an application, but did not actually use the Internet to send files for that tax year.

Be sure to enter the tax year of the information returns and not the year that the information returns are due. For example, tax year 2005 information returns are due in 2006. Therefore, 2005 should be entered in the appropriate space for an original application or for changes.

PASSWORD KEY WORD

You may call us at (916) 845-3722 if you have forgotten or have any difficulties with your password. Providing a *password key word* will help us to authenticate the identity of the person calling for assistance.

CONTACT INFORMATION

The Contact is ultimately responsible for proper use and protection of the User ID and Password needed to access the secure site. Typically the Contact is the individual who will be sending the information return files to us. However, the Contact may also delegate that task to others. The electronic transmittal form, that is required to be sent with each file, allows different individuals to submit files. See FTB form 669, Internet Filing Instructions, Information Returns on our Website www.ftb.ca.gov

AUTHORIZED REPRESENTATIVE

The application must be signed by an officer or executive of the transmitter, or by an individual authorized by an officer or executive to sign the form.

SUBMIT THIS APPLICATION

Fax this form to Data Exchange at (916) 843-2107 or mail it to the address provided in the letterhead on Side 1 of this form. For questions regarding the completion of this form, please call Data Exchange at (916) 845–3778 or send an email to DESHELP@ftb.ca.gov



Transmittal of Annual 109 For Tax Year	98, 10	99, 5498, W-2G Information
Date File Submitted		

PLEASE COMPLETE THE FOLLOWING INFORMATION

FEIN: —		Type of file:	☐ Original	☐ Correction	☐ Replaceme	ent
Current Name, Address, City, State, ZIP Code			Last Year's	Name & Address if	different this year	ar
Reporting Information						
Information Return Typ	e(s):					
1098 109	98C 1098E	1098T	1099A	1099B	1099C	1099DIV
1099G 1099	9INT 1099LTC	1099MISC	1099OID	1099PATR	1099Q	1099R
1099S 54	98 5498ESA	8300	W2-G			
Total Payer "A" Record Note: The totals above r and your file may		umulated totals o				e delayed processing,
Signature		Title			Date	
Media Characteristics						
CARTRIDGES	Media No.	External Label I	No.	DISKI	ETTES/COMPAC	T DISKS
Internal Header Labels:	1 of			ename(s) and I	Extension(s) L	Jsed:
□Yes □ No	2 of			(-)		
Recording Mode:	3 of					
☐ EBCDIC ☐ ASCII	4 of					
Record Length = 750	5 of					
Blocksize = Person to contact for m	6 of nedia problems:	Email address				
Name				Telephone () –	Ext

Use the following addresses for sending your file to the Franchise Tax Board:

Shipping
DATA EXCHANGE, MS A10
FRANCHISE TAX BOARD
9646 BUTTERFIELD WAY
SACRAMENTO CA 95827

<u>U.S. Mail</u>
DATA EXCHANGE, MS A10
FRANCHISE TAX BOARD
PO BOX 1468
SACRAMENTO CA 95812-1468

FTB 3601

A. Form Preparation

Prepare a separate FTB 3601 Transmittal for each type of media; i.e., if your organization reports on both tape cartridge and diskette and/or CD, then each media **must** be accompanied by an FTB 3601 Transmittal completed as follows.

1. Transmitter Information

- FEIN: The Federal Employer Identification Number of the agency sending the file to the Franchise Tax Board.
- Type of file: Indicate whether this is the first time you are submitting this file (original) or are you correcting a portion of the records from your original file (corrections). Do not send a replacement file unless you receive a notice from the Franchise Tax Board asking for a replacement for your entire original file.
- Address of the agency sending the media file to the Franchise Tax Board. If there is any change in the name and address reported last year, enter both the new and the old information in the appropriate boxes.

2. Reporting Information

- Total payers is the total number of all payer "A" records reported on the entire file.
- Total payees is the total number of payee "B" records reported on the entire file.
- The signature line must be properly signed and dated by the person to whom the organization has delegated this responsibility. An organization transmitting for others may sign the form provided written permission was granted by the payer(s). If permission is granted, the organization becomes the transfer agent and assumes responsibility for data quality and completeness.

3. Media Characteristics

- Indicate the cartridge/diskette/CD recording characteristics by filling in the necessary information and checking the appropriate boxes. This information should be obtained from someone in your data processing area.
- If your information is reported on cartridges, enter the media numbers so that we can process them in the proper sequence. Also, enter the corresponding external label number assigned by your organization. If we experience any file problems, these numbers may be used as a point of reference when we call.
- Multiply the number of records per block times 750 to obtain the block size.

4. Contact Information

 Enter the name and telephone number of a person we can contact for technical information or to resolve media problems.

B. File Preparation

- Identify each of your media with a gummed label or permanent marker. Indicate the transmitter's name, type of reporting (i.e., 1099, 1098, W-2G), and the tax year being reported.
- 2. If multiple volumes are submitted, list the volume sequence numbers on the media labels (i.e., 1 of 2, 2 of 2). If only one media file is submitted, list it as "1 of 1".

INFORMATION CONTACT

For further information regarding information return reporting, please call Data Exchange at (916) 845-3778.



Request for Extension to File Information Returns

Firm Name:					Date:	/ /	
Mailing Address:					Feder	al EIN:	
City/State/ZIP Code:					Waive	r Request for	
					Tax \	Year:	
Contact Name:		Title:				Telephone N	umber:
						()	
I request a day extension past the fi	iling dea	ndline to file	information	n returns or	n cartr	ridae. diske	ette. or CD.
Note: Request must not exceed 90 days.	9					3 - ,	
Request involves return types:	1098	1099	5498	W-2G □			
Briefly explain your need for an extension:							
The approval of this extension is only for the filing of information returns to the Franchise Tax Board. The payer/employer is still obliged to provide payees/employees with their paper return copies postmarked by the prescribed due dates of May 31 for Form 5498 and January 31 for all other information returns. If the corresponding due date falls on							
a Saturday, Sunday, or legal holiday, the du	ie date i	s extended	to the next	business of	lay.		
I declare that I have examined this form, in and belief, it is true, correct and complete.		any accom	panying st	atements, a	and, to	o the best o	of my knowledge
Signature:		Title:					Date:

Note: This completed form can be faxed to: Data Exchange Services (916) 845-5550



Request for Waiver From Filing Information Returns on Cartridge, Diskette, or CD

Firm Name:	Date: / /					
Mailing Address:	Federal EIN:					
City/State/ZIP Code:	Waiver Request for					
Contact Name:	Title:	Tax Year:				
 This request is for the following returns. Anticipated volume, all returns:	er request?	5498 W-2G				
3. Reason for your waiver request						
4. Have you been granted a waiver by the IRS? Approved requests are valid only for the tax year in form FTB 6274 or the federal equivalent. If this wait	ndicated. Subsequent tax year wa ver is approved, the applicable pa	ivers must be filed separately on aper return copies must be filed with				
us by the filing due date of May 31 for Form 5498 a due date falls on a Saturday, Sunday, or legal holid						
I declare that I have examined this form, including any accompanying statements, and, to the best of my knowledge and belief, it is true, correct and complete.						
Signature:	Title:	Date: / /				

Note: This completed form can be faxed to: Data Exchange (916) 845-5550

Guide to Information Returns Filed With California

If you are located in California and filing Form 1098, 1099, 5498, and W-2G paper information returns with the IRS, you do not need to send a paper copy to the state.

Form	Title	What to Report	Amounts to Report	To State	To Recipient
1098	Mortgage Interest Statement	Mortgage interest (including certain points) you received in the course of your trade or business from individuals and reimbursements of overpaid interest.	\$600 or more	2/28	(To payer, borrower) 1/31
1098C	Contributions of Motor Vehicles, Boats, and Airplanes	Contributions of qualified vehicles.	Claimed value more than \$500	2/28	Contempora- neous written acknowledge- ment to donor within 30 days
1098-E	Student Loan Interest Statement	Student loan interest received in the course of your trade or business.	\$600 or more	2/28	1/31
1098-T	Tuition Statement	Qualified tuition and related expenses.	See form instructions	2/28	1/31
1099-A	Acquisition or Abandonment of Secured Property	Information about the acquisition or abandonment of property that is security for a debt for which you are the lender.	All amounts	2/28	(To borrower) 1/31
1099-B	Proceeds From Broker and Barter Exchange Transactions	Sales or redemptions of securities, futures transactions, commodities, and barter exchange transactions.	All amounts	2/28	1/31
1099-C	Cancellation of Debt	Cancellation of a debt owed to a financial institution, the Federal Government, a credit union, RTC, FDIC, NCUA, a military department, the US Postal Service, or the Postal Rate Commission.	\$600 or more	2/28	1/31
1099- DIV	Dividends and Distributions	Distributions, such as dividends, capital gain distributions, or nontaxable distributions that were paid on stock, and distributions in liquidation.	\$10 or more, except \$600 or more for liquidations	2/28	1/31
1099-G	Certain Government Payments	Unemployment compensation, state and local income tax refunds, agricultural payments, and taxable grants.	\$10 or more for tax refunds and unemployment; \$600 or more for all others	2/28	1/31
1099- INT	Interest Income	Interest income not including interest on an IRA.	\$10 or more (\$600 or more in some cases)	2/28	1/31
1099- LTC	Long-Term Care and Accelerated Death Benefits	Payments under a long-term care insurance contract and accelerated death benefits paid under a life insurance contract or by a viatical settlement provider.	All amounts	2/28	(To insured and policy holder) 1/31
1099- MISC	Miscellaneous Income	 Rent or royalty payments; prizes and awards that are not for services, such as winnings from TV or radio shows. 	\$600 or more, \$10 or more for royalties.	2/28	1/31
	(Also, use this form to report the occurrence of direct sales of \$5,000 or more of consumer goods for resale.)	Payments to crew members by owners or operators of fishing boats. Report payments of proceeds from sale of catch.	All amounts		
		Payments to a physician, physicians corporation, or other supplier of health/medical services. Issued mainly by medical assistance programs or health and accident insurance plans.	\$600 or more		
		Gross proceeds paid to attorneys.	All amounts	2/28	1/31
		Payments for services performed for a trade or business by people not treated as its employees. Example: fees to subcontractors or directors, expenses incurred for use of an entertainment facility treated as compensation to a nonemployee, and golden parachute payments.	\$600 or more		
		Substitute dividend and tax-exempt interest payments reportable by brokers.	\$10 or more		
		Crop insurance proceeds.	\$600 or more		
		Fish purchases paid in cash for resale.	\$600 or more		
		Section 409A deferrals and 409A income.	\$600 or more	2/28	1/31

Form	Title	What to Report	Amounts to Report	To State	To Recipient
1099- OID	Original Issue Discount	Original issue discount.	\$10 or more	2/28	1/31
1099- PATR	Taxable Distributions Received From Cooperatives	Distributions from Cooperatives to their patrons.	\$10 or more	2/28	1/31
1099Q	Payments From Qualified Education Programs (Under Sections 529 and 530)	Earnings from a qualified tuition program.	All amounts	2/28	1/31
1099-R	Distributions from Pensions, Annuities, Retirement or Profit-Sharing Plans, IRA's, Insurance Contracts, etc.	Distributions from retirement or profit-sharing plans, IRA's, SEP's, or insurance contracts.	All amounts	2/28	1/31
1099-S	Proceeds From Real Estate Transactions	Gross proceeds from the sale or exchange of real estate.	Generally, \$600 or more	2/28	1/31
5498	Individual Retirement Arrangement (IRA) Information	Contributions (including rollover contributions) to an IRA, and the value of an IRA or simplified employee pension (SEP) account.	All amounts	5/31	(To payer) 1/31
5498- ESA	Coverdell ESA Contribution Information	Contributions (including rollover contributions) to a Coverdell ESA.	All amounts	May 31	April 30
8300 (IRS/ FinCEN form)	Report of Cash Payments Over \$10,000 Received in a Trade or Business	Payments in cash or foreign currency received in one transaction, or two or more related transactions, in the course of a trade or business. Does not apply to banks and financial institutions filing Form 4789, and casinos that are required to report such transactions on Form 8362, Currency Transaction Report by Casinos, or generally, to transactions outside the United States.	Over \$10,000	Within 15 days after date of trans- action	(To payer) 1/31
W-2G	Certain Gambling Winnings	Gambling winnings from horse racing, dog racing, jai alai, lotteries, keno, bingo, slot machines, sweepstakes, and wagering pools.	\$600 or more	2/28	1/31